

JUDICIAL STAFF EDUCATION COMMITTEE
November 3, 2008
Meeting Minutes

Members Present:

Janie Moreno, Chair
Kip Anderson
Cheryl Austin
Rafaela de Loera
Heather Kamin
Bob Lawless
Joe Legander

David Mc Cullum
Mark Stodola
Kathleen Schaben
Marty Torres
Judy Thompson-Ng
Linda Yarbrough
Maggie Wirth
Amy Wood

Staff Present:

Deb King
Cathy Lowe
Gabe Goltz
Vikki Cipolla-Murillo
Susie DeLeon

1. **Welcome and Call to Order**

Janie Moreno, acting Chair, called the meeting to order at 10:00 a.m. Becky Williams, JSEC Chair has resigned effective November 2008, due to time restrictions related to job responsibility changes. Janie's term will expire December 31, 2008. Four other appointments expiring December 31, 2008 include Bob Lawless, David (Mac) McCullum, Kathleen Schaben, and Marty Torres. Janie asked the group to consider interest in the position of acting chair for the following term and advised that the acting chair would most likely take on the role of Chair.

Due to budget constraints, in the future, committee members will be responsible to cover their lunch expense in full. Reimbursements for mileage and meals, using a reimbursement form, will continue to be provided to members traveling at least 35 miles from their site to the meeting.

2. **Review Minutes**

The following changes were made to the July 14, 2008 minutes:

- Typographic error on page 3, number 10, last bullet should read "year" instead of "eyar."
- Kip Anderson requested his name be added to the list of members in attendance.
- Janie Moreno requested her name duplicated on member attendance be removed.

Mark Stodola moved to accept the July 14, 2008 minutes as corrected. Marty Torres seconded the motion. The motion passed unanimously (2008-1103-M01).

3. **COJET Updates**

- COJET met September 23, 2008.
- **Fast Track Planning (FTP)** conducted (what works, what can be enhanced, new ideas); no substantive motions were made. The majority of the meeting focused on the FTP exercise.
- **Western States Court Leadership Academy:** The one week program was held in California, sponsored by the Court Leadership Institute. Eighty-five court administrators and managers from four western states attended. Kip Anderson attendee, provided his perspective on the program content and overall effectiveness. CLIA has expressed interest in reproducing this type of program locally to reduce cost and showcase the "best of" this national training. Three potential facilitators are available to train. The training was originally designed as a four-year continuous program, though due to budget constraints this may not be the plan for the future.

- **Other trainings updates:**
 - New Judge Orientation – April 2008 (very high evaluations)
 - New Judge Orientation (NJO) – September 2008
 - Juvenile Sex Offender Training – December 12, 2008
 - Family Law Conference - October 15-17, 2008
 - New Judge Orientation (NJO) – January 2009
 - CLIA continues to look at front line supervisory training
 - Satellite Broadcast – Photo Enforcement and Photo Radar, September 2008 – (evaluations distributed)
 - Probation Certification Academy – may reduce academies by 1 due to hiring freeze.
- **Core Curriculum 2009:** Working and Communicating Effectively with Others (Customer Service and Communication skills)

4. Program Planning Subcommittee Report

Regional Conferences/Satellite Broadcasts:

Central Region Judicial Staff Conference (JSC), October 21-23, 2008: 182 participants attended the 3-day conference (day 1 - 80, day 2 - 120, day 3 - 105 attendees.) which offered a maximum of 16.5 COJET hours. The committee received a copy of the evaluation compilations from each session.

Several logistical changes were made to program scheduling during this conference to cut costs. The plenary session started at 9:30 am on day 1 to allow participants to drive-in the day of the conference vs. incurring hotel expenses for overnight travel. Conference sessions began at 8:00 am and ended at 4:30 pm. on day 2. The final day last session ended at 3:45 p.m. to cut meal expense on return travel.

A general comparison of the Arizona Courts Association (ACA) conference and this Central Region Conference including travel expenses, calendar dates and topics suggested the ACA conference is more cost effective to attend. Eight sessions were repeated, ACA registration was cheaper at \$150.00/3 days vs. \$160.00 per 3 days for JSEC the program, and ACA registration covered 3 dinners vs. JSEC's two lunches. Shelly Bacon, ACA President Elect has shared ACA future conference dates with Deb King to avoid future conference overlaps. The two committees will work together to minimize repetition of sessions between the two conferences.

A number of new sessions were included on the Central Region Conference agenda that had not been suggested at the previous JSEC meeting, due in part because faculty was unavailable to teach the suggested class or the general topic suggested was further developed to address a current issues related to that general topic (ex. domestic violence – Project Passport session). In the future, it would be helpful to Education Services staff if committee members provide a more detailed description of the specific needs or learning objectives to be covered in suggested classes for the agenda. This information will assist staff in targeting specific content needs. The committee asked the questions - "Can people even afford to go to conferences?" "Do we need to perhaps look at another delivery method?" Day 1 of the Central Region conference demonstrated significantly lower registration numbers and it is unclear why. Deb stated that next year, budget permitting, the Central Region Conference will be held September 15-17 and remain in September in the future. ACA's conference is scheduled October 7-9.

The Central Region Phoenix conferences are typically 3 days. Registration fees are on a per day basis. The registration fee is reduced by \$10.00 for days offering reduced training hours. Education Services has not offered early bird registration in the past although court employees are charged an additional \$10.00 if their registration is sent via paper. There has been no cost benefit

to early bird registration in the past. Its benefit may be in deciding whether or not to hold the conference based on very early registration numbers. In order to get “buy in” from court staff, it is important to charge at least a nominal fee to ensure attendance.

Committee members discussed the following ideas to provide flexibility and cut costs to courts who attend the Central Regional Conferences:

- Single sessions (half day) – There was concern that people in travel status may find themselves blocked out of classes which have been filled by attendees only coming for one session. Staggered/early bird registration could prevent this problem. Full day attendees would register by a specific date followed by open registration for half day sessions, at a reduced rate.
- Remove lunches.
- Change the 3-day Phoenix conference to two, two-day conferences and hold the training at the JEC on separate occasions with no lunch provided. Standard registration fee to include parking fee could be applied. Janie Moreno asked the committee to make a motion to change the Phoenix conference location to the JEC.

Rafaela de Loera suggested JSEC consult training coordinators before considering a vote to change the 3-day Central Regional conference in Phoenix to two separate 2-day conferences, at the JEC.

A recent survey was sent to statewide training coordinators to estimate the number of coordinators who send staff to the Southern Region Conference in Tucson. Out of 50 responses, none of the Pima county courts plan to utilize this resource, due to the abundant training opportunities offered locally. The bulk of attendees would come from Santa Cruz and Cochise counties (60 people) and others from Phoenix and the northern region. The total potential number interested in attendance statewide is 105 people, not enough to justify the expense of the conference. Registration covers only 50% of the conference cost, leaving substantial budget expenditure to cover remaining costs. Given those reasons, a contract was not signed for the Southern Regional Conference in 2009 and instead the Education Services Division is moving toward regional training on a smaller scale, partly due to comments made during fast track planning.

Education Services staff is working with the Pima County Training Center, in Tucson, to schedule a 2-day mini-regional conference on February 4 and 5 for up to 90 attendees per day. The agenda will include six topics per day. AZTEC trainers at the AOC would be interested in providing training. Rafaela de Loera, Pima County Training coordinator has offered to open early registration to Santa Cruz and Cochise counties one week prior to Pima county registration. Eloise Price, Globe will be working with their community college to look into a location for a 2-day regional training in Globe. The goal is to provide the best alternatives to the Southern Region Conference at minimal costs. The committee is in agreement with charging a \$10.00 registration fee to offset the costs and pay for materials. A suggestion was made to hold an evening movie session during conferences. Deb King voiced her concern for overloading staff workload with an evening session after working all day and participant burn-out. Committee members are willing to staff the evening trainings, if available.

Broadcasts may be considered the best medium for topics requiring immediate or timely dissemination of information to statewide courts or when faculty is in high demand. Broadcast costs are high though they reach a wide audience. Typically broadcasts give two COJET hours and registration is approximately 150 – 200. Broadcasts become more cost effective as more people attend. Deb King anticipates the registration numbers will increase and sees the need to continue to have meaningful high quality programs as people depend on them more. Pat Skinner, Joint Council on Court Education (JCCE) has volunteered to work with Deb King to create an additional one-hour train-the trainer session for the December 11, Ethics

broadcast to develop the material a little further, create additional activities and discussion points at the local level following the broadcast. Something new – the audience was asked to complete a survey on the code of conduct and electronic communications policy. Their responses will be viewed at the broadcast and be matched up against others' answers. The survey was designed to build interest and encourage interaction between the panel and the audience.

A JSEC broadcast is scheduled for March 11, 2009. Deb King asked for input on a broadcast topic and volunteers to participate in planning the program. The committee will focus the program on customer service challenges unique to court personnel at the front line and interactions with other agencies doing business with the courts (i.e. dealing with customers, domestic violence, orders of protection and injunctions issues, cross agency questions at the counter, DPS photo radar, MVD). Committee members suggested a dual accredited program – core and ethics. The ethical portion would tie in the canons and code of behavior to the topic. The following members volunteered to assist in the planning (i.e. brochure description, general lesson plan, learning objectives, faculty - Maggie Wirth, Judy Thompson-Ng, and Cheryl Austin). The committee agreed that as budgets tighten, in order to justify the overall cost of broadcasts for training, it would be helpful to record the frequency of DVD use and the frequency in attendance at a post broadcast facilitated training to show a decrease in cost per hour.

It was suggested that ERL -The Education Resource Library be marketed better. ERL has copies of all satellite broadcasts for check-out and other audio/video materials. During fast track planning, training coordinators requested to have better access to the web tools available and applicable. A committee member requested that future broadcast DVDs include an electronic copy of the handouts.

5. Regional/Local Updates

a. *Joint Council on Court Education (JCCE)* - Judy Thompson-Ng

The committee met on October 24. Fifteen members attended including two new members. Deb King, AOC attended and spoke to the JCCE about partnering with Education Services Division, particularly during the June Jam training, to increase the training opportunities to the Southern Region. AOC will be providing training support in Pima County in February's mini-conference and June Jam to replace the Southern Regional Conference held in Tucson during April.

JCCE met with NACE at a joint meeting prior to the 2008 Training Coordinator Conference and previewed the demo of the Diversity CBT training module developed jointly by JCCE and NACE members. The DVD is currently undergoing final edits. The committees plan on developing a communications DVD in 2009. Judy Thompson-Ng will act as Chair of JCCE until December 2009 at which time the Co-Chair will take her place.

b. *Northern Arizona Committee on Education (NACE)*- Linda Yarbrough

Linda Yarbrough attended telephonically and praised the work of both NACE and JCCE members for working jointly on the Diversity CBT project. NACE met at the Training Coordinator Conference joint JCCE/NACE meeting in September 2008. Yavapai, Apache, Navajo and Mohave members participated in the joint committee project. Linda has worked with Rafaela de Loera on copyright issues during final review and is looking forward to working joint again. NACE will meet telephonically on February 20, 2009 and hold elections at that time for a new Chair. Linda thanked Gabe Goltz, Education Services Division for acting as faculty at the Mohave training January 13 – 14, 2009.

c. *Maricopa County* - No formal committee (Janie Moreno spoke)

Mesa Municipal Court typically holds a mini-conference and opens registration to other east valley courts. The two to three-day conference is held annually in August (1st or 2nd week). Its length depends on the number of trainers available and number of courts interested in

attending. Mesa Municipal court is willing to make their training available to other courts. They presently do not charge a fee since rooms are provided without charge by the City of Mesa. Two to three classes are offered daily.

6. **Action Items and Subcommittee Reports**

a. Discussion of: need for, and impact of, increasing number of independent learning hours allowed towards 16 hour requirement. (Tabled from last meeting.) (5 min)

Janie Moreno asked for committee opinions on raising independent learning credit from 8 to 12 hours. Some comments were: tracking nightmare, may appear to “dumb down” professionalism of judicial education, changes due to budget reasons may send the wrong message to funding sources vs. changes due to best practices in the field. On the flip side, others commented that a move to increased independent learning reflects the need to deal with the reality the courts are faced with. Comments also included the concern for people going to the same class year after year or conference after conference, the abuse of video tapes for training credit. Deb King suggested recommending to COJET only limiting videotape use to 4 hours maximum and allowing all other types of independent learning to be unlimited.

Some agreed there are ways to be creative with local training to get the required hours needed, such as tapping local resources, conducting 1-hour trainings at the local site, brown bag lunches, encouraging training coordinator to do more in-house training and providing them the tools to do it. Janie mentioned that training is provided at the training coordinator conference annually.

In summary, the committee’s concern is there is still potential for future abuse of the wrong types of independent learning by the same people year after year. It may also give funding authorities the message that training can be “watered down”. The risk is the potential shift in the value of training from being directed toward what is needed to how it fits in the overall budget. If the discussion ever comes up regarding independent learning (IL), the committee prefers to focus on the limitation of one type of IL (Videotape/audiotape) vs. the entire category. The committee agrees that there is a high value to other types of IL training. In respect to the 16 hour limit, the committee does not agree with reduction of training hours.

Temporary reduction of COJET 16 hour minimum. The temporary reduction of hours would allow for flexibility to courts in managing a decreased budget due to the current budget situation. Joe Legander opposed the reduction and commented that the Maricopa County Clerk of the Court has already begun working with superior court training staff, trial courts and probation to deal with budget issues which will have a large impact on their training departments. His agency proposes that COJET consider:

- increasing the 8 hour independent learning limit to 12 hours
- tours be removed from the independent learning category, presuming learning objectives, handouts and qualified instructor are present and engaged
- faculty and facilitator credit be removed from independent learning entirely
- requirement for attendance at a regional. national conference once per 3 years, be suspended temporarily

Maricopa County is seriously considering a rigid hard cap on training which would mandate that employees receive no more than 16 hours of training. This would be detrimental to training as a whole. The result may lead to a reduction in his training staff and the loss of qualified trainers.

Increasing independent learning requirements, could open the door to increased blended learning opportunities such as CBT and webcast development involving the need for trainer development of materials, training packages and video streaming, thereby increasing trainer viability. Faculty credit removed from independent learning would afford trainers more opportunity to benefit from

resources such as reading books, and participating in distance learning for COJET credit and still be able to gain COJET from teaching.

Deb King summarized that independent learning needs to be redefined and its limit should be determined relative to that definition with consideration to video/audio tapes being considered passive learning. **General Consensus** was on redefining IL and putting focused effort into developing more independent learning options on a broader scope.

b. Membership Subcommittee Report

Cost Reduction: The Chief Justice has asked committees to look at ways of reducing cost. Suggestions posed were to:

- Reduce membership/avoid duplication of membership
 - Remove the 2 training coordinator (TC) positions and add flexible language, "should our membership not reflect TCs, JSEC can appoint them at will."
 - A member can sit on the committee filling two different perspectives/positions - Consider the language, "A member may be able to represent more than one constituent group."
- Reduce meetings per year
- Provide own lunch/ no frills lunch
- Subcommittee flexibility – base on current projects vs. standing subcommittees

c. Subcommittee structure for JSEC

New Court Security Subcommittee – Bob Lawless, chair of the security subcommittee reported they met on September 11 to discuss the 8-hour court security officer training. COJET has agreed the security subcommittee would be best served on JSEC. The court security officer training will be COJET accredited through the Education Services Division. Bob would like to expand the trainer faculty pool; there are two at present. Deb King suggested a train-the-trainer for security officers interested in teaching this program in the future.

7. Fast Track Planning

Cathy Lowe and Deb King worked with the committee on the next step in the Fast Track Planning process - identifying goals and action steps related to *"What does not work, what is missing or can be enhanced"* in judicial education. The recommendations will be forwarded to COJET by December 5 to become part of their planning process in developing a strategic plan to present to the Chief Justice and the information will also assist JSEC in defining priority work for the next year. Deb provided the committee with feedback from JSEC's last minutes, Training Coordinators and COJET on their input regarding "What works, what can be enhanced, and new ideas". Members were asked to identify and affiliate with a goal they were interested in supporting and develop effective action steps to meet that goal. The committee identified four goals to be accomplished within the next year. They met in groups and reported back to the larger group. Deb King will provide the group feedback to members prior to the next meeting.

4 Goals:

- Look at ways to move to smaller regional training opportunities or expand them; expand outreach to rural communities and different modalities
- Explore partnerships and collaborations inside and outside the judiciary
- Educate courts on flexible ways to achieve training goals
- Examine existing training standards to ensure we maintain our high level of standards and incorporate best practices as we move into the future.

Group 1: Smaller Regional Trainings/Outreach (misc. modalities) to outlying areas.

1. Survey specific training needs for the area (what is important to one region may not be for another).
2. Analysis travel distance radius (consider spreading out training to assist courts with travel)
3. Improve marketing for classes - email
4. Free classroom accommodation – finding locations
5. Modalities
 - a. Taping classes on DVDs to be viewed later and add facilitated activity component
 - b. Publicize resources available in the Education Resource Library (list DVDs, books, etc.)
 - c. Broadcasts
 - d. Train-the-Trainer classes

Group 2: Partnership and Collaboration. (inside/outside the judiciary)

1. Provide effective training opportunities through shared community resources
 - a. Identify different collaborators/partners
 - b. Assess current opportunities – grant funding
 - c. Identify inventory of existing partnerships – survey courts about how they are doing training outside of conferences
 - d. Identify redundancy (teach 1x)
 - e. Maximize efficiency – let other courts know when seats are available
 - f. Open communication pathways between entities
 - g. Track potential cost savings
 - h. Maximize collaboration with regional groups /organizations (JCCE, NACE, ACA, etc..)

Group 3: Educate courts about flexible mechanisms for meeting training goals.

1. Evaluate resources available
 - a. Take Inventory on what local courts have developed (i.e., Maricopa the laws of training)
 - b. Do training coordinators receive an orientation? If not, should one be developed?
 - c. Newsletter to training coordinators on routine basis
 - d. Develop a distilled, easy to read, version of the code section if there isn't one
 - e. Consider doing orientation using Lectura
 - f. What remote training is available—what is accessible to everyone?
 - g. New employees to the judicial branch need to understand the “why” behind COJET
2. Publicize available resources
 - a. Brainstorm other options in terms of flexible ways of meeting mechanisms
 - b. Increase coordination between TCs and JSEC (better transfer of information)
 - c. Survey or short questionnaire for TCs to solicit their unique ideas and compile and distribute them. Have TC representatives come to committee meeting and talk about what is actionable to the list.
 - d. Incentivize local training
 - e. Watch videos together and have discussion
 - f. Have other local agencies present on their piece of the justice system (i.e., police department piece on booking)
 - g. Brown bags with each department providing an overview of what they do
 - h. Most difficult in smaller or very specialized courts
 - i. Short questionnaire for training coordinators – “unique ideas”
 - j. Meet to talk about ideas with select training coordinators (TC) to make a few actionable

Group 4: Quality. Keep Standards/ high, but analyze them

1. Maintain Standards (meet needs/BPs)
 - a. Have TCs develop training plans for tough tight budgets (rural v. urban)
 - b. Have TCs expand role as consultants in courts (how can training meet department needs?)
 - c. ESD take on consultant role through face time with training coordinators, to assist TCs with training plans, teaching mentoring role

- d. Have TCs meet earlier in the year to discuss this new role
- e. Conduct planning sessions in the morning on how to develop training plans based on tight budgets and break out into urban/rural groups and share ideas
2. Update and improve the COJET guidelines - review the CODE (ACJA §1-302)
 - a. Make suggestions for improving ACJA §1-302/1-108 in terms of best practices and make flexible (considering fiscal and human resources and limitations)
 - b. Update training guidelines based on recommendations
 - i. Rewrite and bring to JSEC - consensus
 - ii. Survey Training coordinators - TC input/recommendation
 - c. Make recommendations to COJET – (improving code)
3. Better utilize distance learning

In conclusion, Cathy Lowe summarized what the Education Services Division can do to meet the training needs throughout the state:

- Ask more directly what local needs are before making assumptions about it
- Be clearer about what is available now and if it has been buried for some time look at whether or not it is still current
- Better utilize distance learning and bring people together for purposes of planning
- Bring training coordinators together to meet earlier in the year
- Simplify the code to simplify the committee structure. Education Services will recommend to streamline the committee structure, number of meetings per year and consider utilizing more teleconferencing.

Action Item: Cathy will try to submit the recommendations on committee structure by December 5, 2008 at the COJET meeting. She invited members to the COJET meeting and extended her appreciation to the committee for all their input and recommendations. The COJET meeting will be held from 10 -2pm at the JEC building.

8. **Next Meeting, Announcements, Action Items**

Rafaela made a call to the public. No one responded. The next meeting is tentatively scheduled for January 12, 2009 at the Judicial Education Center – 541 E. Van Buren, Suite B4, from 10:00 am – 2:00 p.m.

Items suggested for the committee meeting agenda are as follows:

- a. Broadcast – Deb requested that the subcommittee members who volunteered to work on the program meet in advance of the meeting to narrow down the ideas for the topic.
- b. Four Fast Track Planning Goals - Discuss the action items and responsibilities.
- c. Prior to January meeting – ESD is planning the southern regional commuter conference to be held February 3, 4 and 5. Deb King plans to poll southern regional TCs to determine training needs. JSEC is asked to submit any input regarding training needs for this region.
- d. Subcommittee will announce the recipients of the Trainer Excellence Award and Trainer of the Year.
- e. **Action Item:** Deb asks the committee members to talk to their groups to determine training needs throughout the state, and be ready to provide input at the next meeting. Committee will start initial planning for the Flagstaff conference.
- f. Court Leadership Conference – December 1 and 2. Mark Stodola requested Deb announce at the conference questions ideas, needs assessment. **Action Item:** Deb will bring the idea to the CLIA committee at their meeting tomorrow.
- g. Flagstaff Conference – July 15-17. Deb proposed moving the January meeting to a later date to allow time to complete a training needs assessment/survey and evaluate the

southern region commuter conference before planning the Flagstaff conference. **Action Item:** She will look for another date in late February or early March before the COJET meeting. She polled the committee for a convenient day of the week to hold JSEC meetings. Mondays were difficult for one participant.

- h. Due to potential rifts in the budget Joe Legander suggested the committee talk about the fiscal impact on various areas in the court system.

9. ***Adjournment***

Marty Torres moved to adjourn the meeting. Mark Stodola seconded. **The motion passed unanimously (2008-1103-M02).** Rafaela de Loera adjourned the meeting at 2 p.m.

Minutes submitted by Vikki Cipolla-Murillo

Minutes approved by Judicial Staff Education Committee on _____.